

**COMMUNITY FORESTRY GRANT PROGRAM****GRANTEE'S FINANCIAL REPORT**

This information is required under authority of Part 5 of Act 451, P.A. 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, to verify information on the Community Forestry Grant Program.

**GRANT NUMBER**

	GRANT FUNDS (Dollars)	GRANTEE MATCH (Dollars)		TOTAL
	Cash ¹ only	Cash ¹	In-Kind ²	
Personnel				
Fringes				
Overhead				
Volunteer				
Trees				
Travel				
Equipment				
Supplies				
Contractual Services				
Other:				
TOTAL				

¹ **Cash Contributions:** Cash expended to complete the project.

Must be documented with copies of paid salary stubs, receipts or invoices.

² **In-kind services:** Value of non-cash contribution provided to complete the project (e.g., volunteers, in-house labor/equipment/supplies or donations).

Must be documented by minimum of signed/dated letterhead explaining how expense/value was calculated.

I certify that the above information is correct.

Grantee Representative Name (please print)

Signature

Date

RETURN COMPLETED REPORT TO: **COMMUNITY FORESTRY GRANT PROGRAM**
FOREST, MINERAL AND FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952

FOR GRANT REIMBURSEMENT, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

- ☐ One page Grant Narrative Summary. Summary should include project goals, methodology, accomplishments and impact on the community and natural resources (social, environmental, economic) and other observations.
- ☐ Signed Community Forestry Grant Program Tree Maintenance Agreement/Tree Inventory (PR 4107-4) *(if applicable)*
- ☐ Signed Community Forestry Grant Program Grantee's Financial Report - (PR 4107-5)
- ☐ Community Forestry Grant Program Volunteer Time Record *(if applicable)* - (PR 4107-6)
- ☐ USDA Certification Regarding Drug-Free Workplace Requirements - (AD-1049)
- ☐ Request for Taxpayer Identification Number and Certification *(if applicable)* - (form W-9)
- ☐ Copies of invoices, vouchers, receipts that support expenditures on this project
- ☐ Copies of pamphlets, reports, or records developed or generated under the grant *(if applicable)*